higher education & training
Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

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ESAYIDI
TVET COLLEGE
SOUTHERN KZN REGION

Esayidi Technical and Vocational Education and Training College is an equal opportunity employer, inviting applications from suitably qualified/experienced applicants for the following ***Twelve Months Renewable Contract Post:***

POST	FACILITATOR PUBLIC SERVICE ADMINISTRATOR INTERNAL POST
SITE	HARDING COMMUNITY DEVELOPMENT CENTRE
POST NUMBER NO. OF POSTS	PF02/11/2026 SALARY: R281 319 – R364 323p.a. (all inclusive) ONE POST
CLOSING DATE	20 November 2026
REQUIREMENTS	Must be in possession of (NQF 6 qualification) in Public Administration/Public Management/Public Service Administration or a close related field. Must be in possession of relevant experience in Public Administration and teaching or facilitation. Must be a Constituent Assessor (PSETA registered). Minimum of 3 years' experience in training and assessments of occupational qualifications. Minimum of 3 years' industry experience in the public service field. Must have extensive management experience and report writing knowledge.
DUTIES	Prepare and conduct training lessons to the recruited learners. Prepare course in line with what is required in the POE, Collect and review portfolios of learning evidence. Develop and align a training schedule to project roll-out plans. Apply an understanding of the NQF framework, and skills development. Carry out an integrated delivery of Unit Standard. Ensure conducive learning environment and resources are made available. Administer training registers and practical simulated exposure. Provide learners with an understanding of the industry they will be pursuing a career in. Prepare monthly progress reports on attendance, and summarised reports on learner progress against unit standards covered. as well as providing quarterly assessment records of individual learner achievements against programme outcomes. Plan and conduct assessment as outlined in the unit standard "Conduct outcomes – based assessment'. Give constructive written feedback to Learner(s). Provide quarterly assessment records of individual learner achievements against programme outcomes. Conducting final assessments, consolidating portfolios of evidence, and processing documentation for internal and external moderation processes. Provide input into the learner profiling for workplace and collaborate with relevant stakeholders for learner wellbeing. Provide mentorship to learners during workplace period
ENQUIRIES	**Mr. K Lutholi Tel No: (039) 940 5283**
DIRECTIONS	Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource Department: Esayidi TVET College, Private Bag x 713, Port Shepstone, 4240 or hand delivered to: ESAYIDI TVET COLLEGE, No 699 Conistone Road, Windsor on Sea, Margate, 4265 Submission should be on a new Z83 form, signed and dated, must be accompanied by recently. updated comprehensive curriculum vitae (exclusive of three contactable references and contact. details) , Original certified copies (not older than three months) of all qualifications with academic Transcripts/record, ID Document and drivers' licence must only be submitted on the date of the interviews. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subject to a vetting process (criminal record citizenship, credit checks; where applicable qualification and employment verification) No late applications will be considered. Correspondence will be limited to shortlisted candidates only, if you do not receive any response within three months, you must consider your application unsuccessful.

Approved
03/11/2026